Dryden Flight Research Center
Edwards, California 93523

DCP-J-004
Revision E

Dryden Centerwide Procedure

Code J

Authorization for Access to Controlled Areas

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Electronically approved by
Assistant Director for Management Systems

Check Master List at http://xnet.dfrc.nasa.gov/iso9000/
Before use, verify that this is the current version.

1.0 PURPOSE OF DOCUMENT

This document presents the process to obtain access to controlled areas for either a Dryden employee (civil service or contractor) or for a visitor.

2.0 SCOPE & APPLICABILITY

This procedure applies to all areas within Dryden that require special access.

- Areas A, B, L
- Shuttle Support Areas
- Area D – Data Analysis Facility, Bldg. 4838
- Area M – Research Aircraft Integration Facility (RAIF), Bldg. 4840, hangars and Systems Facilities
- Bldg. 1623
- DFRC Hangars and Flight Line
- DFRC Office Areas

3.0 DOCUMENT OBJECTIVES

- Enable area manager or designee to review access requests.
- Protect employees and visitors from being in unsafe situations.
- Protect government hardware from damage by uninformed individuals.
- Protect mission operations (ground tests) from intrusion by uninformed individuals.
- Enable those employees who need access to a restricted are to receive the appropriate training and orientation.

4.0 RELEVANT DOCUMENTS

4.1 Authority Documents

NPG 1441.1. Records Retention Schedule

4.2 Forms

Form DFRC 700D Area Access and Access Card Request

5.0 WAIVER AUTHORITY

The senior approving authorities may waive any part of this procedure. Visitor Control will inform the chief of the security office and area manager of this decision.

6.0 ABBREVIATIONS, ACRONYMS, & DEFINITIONS

6.1 Abbreviations – None

6.2 Acronyms – None

6.3 Definitions

Controlled Areas – Those areas at the DFRC that contain vulnerable hardware or equipment or where activities take place that should not be interrupted.

Visitor Control – Activity within Code J that is responsible to ensure that Visit Requests and access requests to Controlled Areas are properly screened.

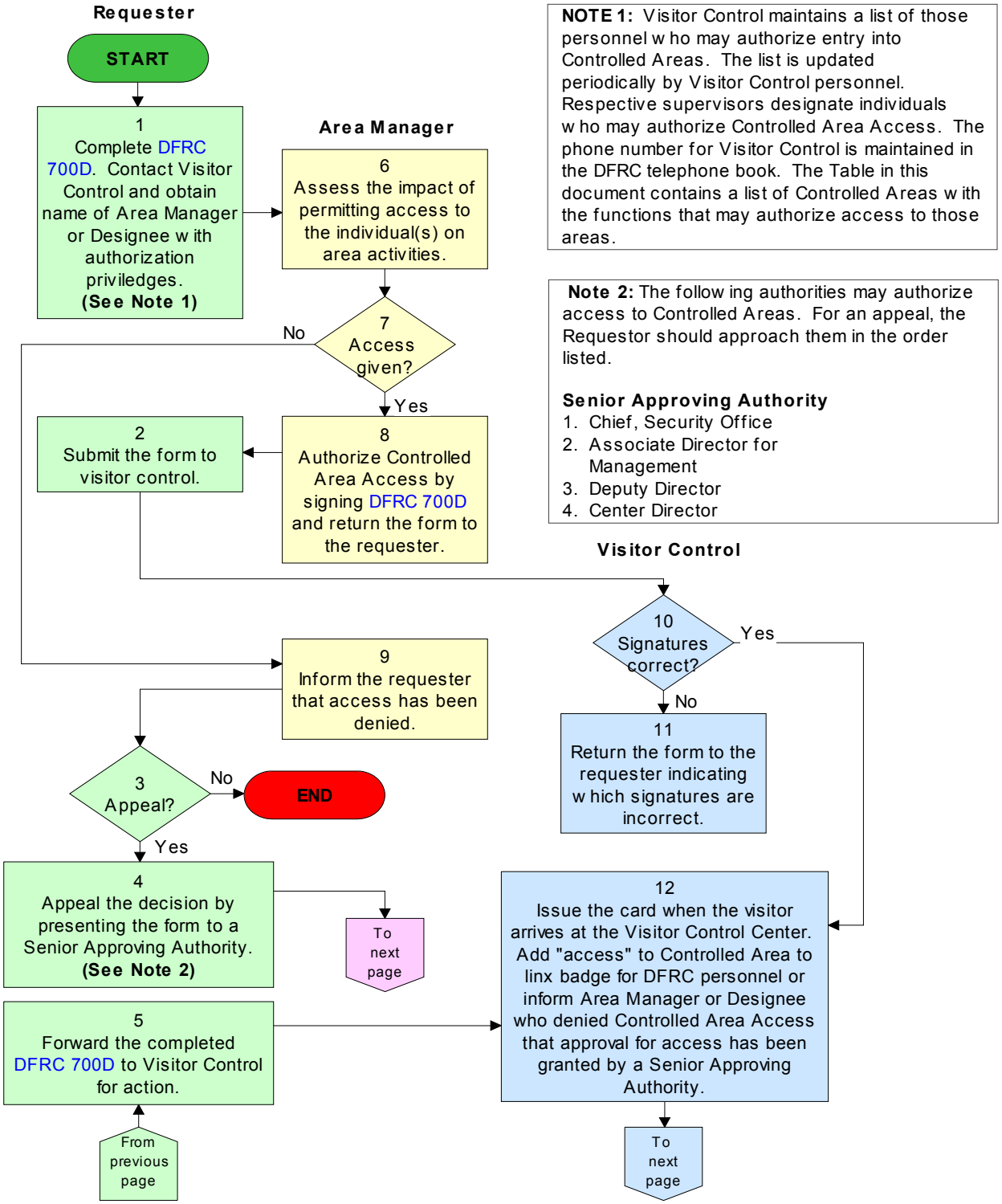
Area Manager – Individual or designee who is knowledgeable of the goings-on in an area so that they may effectively assess Requests for access.

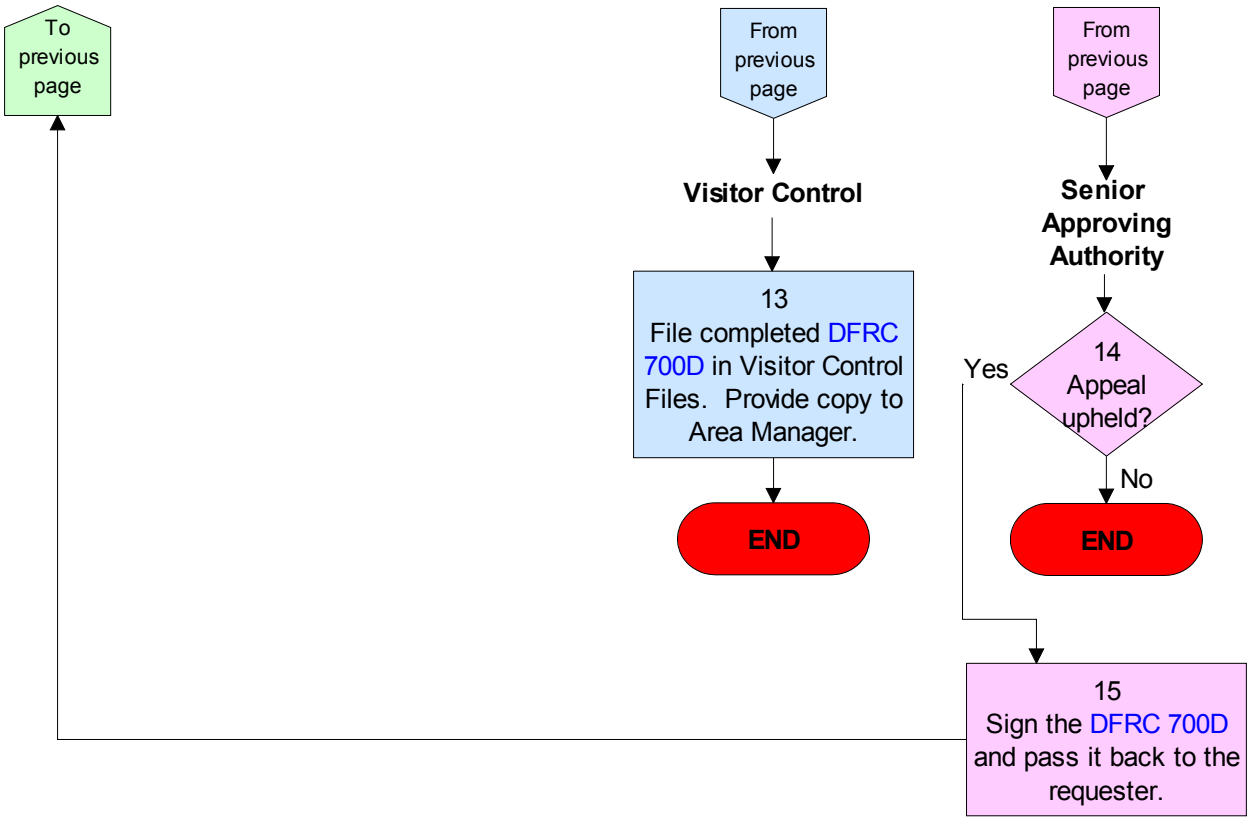
Senior Approving Authority – Senior Managers who have Center-wide authority to approve Access to Controlled Areas.

Requestor – Any person who submits a Visitor or Area Access Request.

Visitor – Individual who would like access to DFRC areas, but is not a NASA Civil Service employee or a Dryden On-Site Contractor employee.

7.0 FLOWCHART – AUTHORIZATION FOR ACCESS TO CONTROLLED AREAS




To previous page
From previous page
Visitor Control
13
File completed DFRC 700D in Visitor Control Files. Provide copy to Area Manager.
END
From previous page
Senior Approving Authority
14
Appeal upheld?
Yes
No
END
15
Sign the DFRC 700D and pass it back to the requester.

8.0 METRICS & TREND ANALYSIS

None

9.0 MANAGEMENT RECORDS & RECORDS RETENTION

The only Management Record for this procedure is the completed DFRC 700D form. Completed originals are retained in Visitor Control per requirements defined in NPR 1441.1.

TABLE 1 – LIST OF CONTROLLED AREAS

List of controlled areas and the functions that may authorize access to those areas.
Approvals include all methods of access to those areas.
An asterisk (*) indicates the formal Area Manager. A list of names of these individuals is maintained in Visitor Control.

AREA	FUNCTION
A, B, L, N – Shuttle Support Areas	* **Manager**, Shuttle Facilities Deputy, Shuttle Facilities Lead Life Support Section (Area N only) Dryden Chief Medical Officer (Area N only)
D – Data Analysis Facility, Bldg. 4838	* **Manager**, Data Analysis Facility Deputy, Data Analysis Facility Chief/Deputy, Information Systems Branch/Code MI Director/Deputy, Research Systems Directorate Research Systems / Code M
E – Western Aeronautical Test Range (WATR) Facilities	* **Manager**, WATR Deputy, WATR Chief, Range Operations Branch Building 4982 Lead Building 4720 Lead Building 4824 Lead Building 4870 Lead Chief Engineer of the Range Director/Deputy, Research Systems Directorate Research Systems / Code M
M – Research Aircraft Integration Facility (RAIF) Hangars and Systems Facilities	* **Manager**, RAIF Deputy, RAIF Chief, Facilities Operations Branch/Code MO Project Managers for each individual simulation room Director/Deputy, Research Systems Directorate Research Systems / Code M

Building 1623	*** Chief**, Aircraft Maintenance and Modifications Branch / Code OM Deputy/Secretary, Aircraft Maintenance and Modifications Branch / Code OM *** Director**, Airborne Science Directorate / Code Y Deputy/Program Manager/Mission Managers/Secretary, Airborne Science Directorate / Code Y Technical Documentation Specialist (for official and temporary Airborne Science program visitors only)
DFRC Hangars and Flight Line	*** Chief**, Aircraft Maintenance and Modifications Branch / Code OM Deputy/Secretary, Aircraft Maintenance and Modifications Branch / Code OM Chief, Maintenance Operations Division / Code OD Director/Deputy/Secretary Flight Operations Directorate / Code O Project Managers
DFRC Office Areas	All Office and Branch Chiefs and Deputies All Directors and Deputies Flight Project Managers Project Managers / Code FD Chief Information Officer

The following individuals are authorized to approve access to any area at the Center via any method of access:

Center Director
Deputy Director
Associate Director for Management
Chief of the Security Office

Document History Log

This page is for informational purposes and does not have to be retained with the document

Status Change	Document Revision	Effective Date	Page	Description of Change
Baseline		1-13-99		
Revision	A	3-18-99	1	Title changed to 'Area Access and Access Card from 'Security Access Request' and approval block changed to 'Electronically Approved by'.
Revision	B	3-24-99	1	Modified Note 1 and this Document History Page.
Revision	C	2-23-00	All	Added links.
Revision	D	4-24-00	All	Deleted Note 4 and all references
Revision	E	3-1-04	All	• Added Table 1, List of Controlled Areas. • Added requirements to provide Area Manager with copy of completed DFRC 700D and to inform Area Manager if denied area access was subsequently approved by a Senior Approving Authority. • Revised and added objectives. • Revised document format.